

ARMY National Guard FTNGD-OS VACANCY ANNOUNCEMENT

**DEPARTMENT OF THE ARMY AND AIR FORCE
JOINT FORCE HEADQUARTERS - ARIZONA
5636 E. McDowell Road
Phoenix, Arizona 85008-3495**

ANNOUNCEMENT NUMBER: 18-004

DATE: 07 Feb 18

CLOSING DATE: 07 Mar 18

**POSITION TITLE, PARA LINE, MAXIMUM AUTHORIZED MILITARY GRADE AND MOS:
REC & RET BN / RECRUITING AND RETENTION ASSISTANT, PARA 0000 LINE 00, E6, 00F**

APPOINTMENT FACTORS:	OFFICER()	WARRANT OFFICER()	ENLISTED()
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LOCATION OF POSITION:

AZ RECRUITING & RETENTION BN, 5636 E MCDOWELL RD PHOENIX AZ 85008

WHOMAY APPLY:

Must be a current member of the AZ National Guard within the grade(s) of E6, E5, E4.

AREA OF CONSIDERATION: This position is open to the grades of: E6,E5,E4. Individual selected will receive an FTNGD-OS Tour with the Arizona Army and/or Air National Guard. In order to be considered for this position's applicants must meet minimum qualifications as outlined on this announcement.

INSTRUCTIONS FOR APPLYING: The documents listed **WILL** be submitted "AS A MINIMUM". If any of the required documents are not reasonably available to you, a **brief letter** will be submitted citing the documents missing with a short explanation necessary to certify the soldier as eligible. **Failure to do so may result in a finding of ineligibility and may cause the applicant to lose consideration for this position.** Applicants will submit their application via FTSMCS at <https://ftsmcs.ngb.army.mil/protected/jobs/> or submit to SGT Rebekah Ericksen in the HRO office.

1. DO NOT SUBMIT APPLICATION THROUGH FTSMCS; either EMAIL or HAND DELIVER
2. DA Form 1058-R ADOS application-must have a current signature from commander for each position applying for; also please list announcement number you are applying for in block 19a
3. Last three "FOR RECORD" APFT's
4. Individual Medical Readiness Record (MEDPROS).
5. DD Form 369 (Oct 2011) Police Record Check (fill out blocks 1-9 (b) and sign block 11)
6. NGB Form 23, NGB Form 22b (RPAS Statement), retirement record (National Guard Only).
7. last 3 NCOER's if applicable
8. All DD Form 214's or NGB Form 22's
9. CERTIFIED copy of ERB (certified is not the same as validated and will result in disqualification)

POSITION COMPATIBILITY REQUIREMENTS:

The individual(s) must qualify for and be placed in the following compatible MOS/AOC: 00F

MINIMUM APPOINTMENT REQUIREMENTS:

1. DO NOT SUBMIT THROUGH FTSMCS; you can either EMAIL or HAND DELIVER application
2. Tour start and end dates – 90 days from start date (eligible to be extended)
3. Must not have a Type I or Type II Offense (See HQDA EXORD 193-14, Annex B)
4. Must be able to produce a favorable National Agency Check with Law and Credit (NACLC)
5. Must complete a Department of the Army Sensitive Duty Assignment Eligibility Questionnaire (DA Form 7424)
6. Must not be listed on the National Sex Offender Public Website
7. Must receive favorable results after completing a DD Form 369 (Police Records check) fill out blocks 1-9 (b) and sign in block 11
8. Must complete, and provide, a Behavioral Health Interview (DA Form 3822) to local RRBN CDR.
9. Must have favorable results from: ,Department of Army Inspector General (DAIG), Criminal Investigation Division (CID), Office of Military Personnel File Review, Army Substance Abuse Program
10. A physical profile of 132221
11. Qualifying scores – A minimum score of 110 in aptitude area GT on the Armed Services Vocational Aptitude Battery (ASVAB). Line score waivers will be considered for Soldiers with GT scores less than 110 provided the Soldier has a GT of 100 and an ST of 100 for ASVAB test administered prior to 2 January 2002 or a GT of 100 and ST of 96 on ASVAB tests administered on or after 2 January 2002.
12. Meet selection criteria NGR 601-1, NGR 600-200, NGR 600-5, NGR 600-10, NGR 601-280, AR 135-18 as applicable.
13. Be a high school graduate with diploma; or have one year college with a high school GED with no waiver.
14. No record of conviction by special or general courts-martial or civilian courts of offenses listed in AR 27-10 (Military Justice), chapter 24 or otherwise required to register as a sexual offender under AR 27-10, chapter 24.
15. Must meet the physical requirements of AR 600-9
16. Must meet the Army medical retention standards in accordance with AR 40-501, Chapter 3.
17. Permanent Change of Station (PCS) expenses are not authorized for this position.
18. Must be a member of the Arizona Army National Guard
19. Must not be under a suspension of favorable action (FLAG) for weight, APFT, security violations or pending any adverse actions

20. Must not be within six (6) months of mandatory removal or Expiration Term of Service (ETS).

BRIEF JOB DESCRIPTION:

Interview and counsel prospective enlistees. Gather individual data and prepare forms and documents incident to an enlistment. Maintain prospect data and files in a computer environment. Establish and maintain contacts with school officials, religious and civic leaders and groups; Present formal/informal talks on advantage of the Army National Guard to civic and service organizations and student bodies. Distribute and display recruiting publicity materials. Responsible for assisting units in their plans and programs to enlist quality individuals. Responsible for the technical assistance of retention/attrition management programs for the organizations with they support. Specific areas of responsibility are designated through written and oral instructions. Work is performed in compliance with regulations, policies and procedures. Evaluate the retention/attrition environment. Prepares and presents classes and/or briefings on ARNG programs, requirements, and the opportunities and benefits of membership for soldiers, family members, employers and others as required. Prepares and conducts training/seminars/meetings for attrition management personnel, officers, NCOs and other key personnel. Provides family assistance during mobilization. Monitors and assists in matters pertaining to employer support of the Guard and Reserve program. Provides retention interview training.

SELECTING SUPERVISOR:

REC & RET BN COMMANDER

CONTACT INFO:

SGT ERICKSEN

(DSN)

(Com) 602-629-4819

(Email) rebekah.f.ericksen.mil@mail.mil

EQUAL OPPORTUNITY:

The Arizona National Guard is an Equal Employment Opportunity Employer. Soldiers and Airmen will not be accessed, classified, trained, promoted, or otherwise managed on the basis of race, color, religion, gender, national origin, or reprisal, except as the direct combat probability coding policy applies to women.